

Meeting Minutes  
Conference Room  
Department of Agriculture  
Corner of Sixth and Roberts  
Thursday, March 16, 2006  
1:15 p.m. to 2:20 p.m.

Molly Petersen, Chairperson, called the meeting to order at 1:20 p.m. Present were Mary Spaulding, Lenore Adams, JereAnn Nelson, Jen Skartveit, Cynthia Maw, Shannon Stober, Pam Spore, Kara Sperle, Ann Storrar, Barbara Pepper Rotness, Kimberly Hayes, Wendy Neumann, Marie Matthews, and Chris Hettinger.

Shannon Stober presented the Ice Breaker: That's Funny! Shannon began to tell a story about herself and each member took turns jumping in when a part of the story struck a personal chord with them ("that's funny!"). All shared some personal information about themselves.

A motion to approve the February 16, 2006 minutes was made by Pam Spore and seconded by Jen Skartveit, with the addition of Kimberly Hayes' name to the attendance roster. The motion passed unanimously.

**Treasurer's Report:** Jen Skartveit presented the treasurer's report. ICCW received \$102.95 for ICCW wear, \$500 from Fast Enterprises, LLC, and \$200 from Bearing Point for their sponsorship of the 2006 ELA ceremony. Two checks have been written: \$34.00 to Badge West for trophy expense from last year's ELA ceremony, and \$98.46 to Bergman Incentives for ICCW wear. ICCW has \$985.45 in its checking account and \$2,010.41 in its savings account, for a total of \$2,995.86.

**ICCW Records Management:** Molly stated that we need a system of records management for ICCW. We need to figure out what we have and what we need to keep. Lenore Adams, historian, reported that Barbara Pepper Rotness did a great job in researching ICCW records at the Historical Society. Barbara provided a detailed listing of the ICCW records that are currently being housed at the Historical Society. Lenore Adams, historian, will use this list as an aid in paring the current ICCW boxes down and transferring these documents to the Historical Society. Jen Skartveit asked that Lenore provide her with a copy of the inventory listing for use in the Public Relations subcommittee's planning for ICCW's 30-year anniversary events.

**Employee Investment Advisory Council (EIAC):** Mary Spaulding is our ICCW representative on this council. She reported that she attended her first meeting on March 8. The council met with a financial consultant with *Arnerich/Massina* of Spokane. This firm has a contract with the State of Montana to advise on investments. The council oversees investment of contributions to the deferred compensation and the self-defined 401 PERS retirement plan. Mary stated that she found it to be an interesting and challenging session. The council was only able to get through a few items on the agenda. Another meeting will be held on April 6. Mary invited those interested to attend. She passed around a chart showing the status of many different mutual fund companies. After discussion, the group decided it would be helpful to have Kathy Sampson of the Montana Public Retirement Administration come to an ICCW meeting, possibly in May, to enlighten us on the technical language and acronyms used by the retirement system and the deferred compensation program. This topic may also be a good candidate for a future brown bag session, possibly in July. Mary reminded all of the importance of finding \$10-\$20 per paycheck to devote to retirement through the deferred compensation program.

The 2005-06 subcommittees gave the following reports:

**ELA (Lisa Mecklenberg Jackson and Shannon Stober, co-chairs):** Shannon Stober reported that the nomination packets are out. Shannon distributed hard copies to the membership present at today's meeting. The main vehicle for distribution of the nomination packet will be email. Shannon asked everyone to forward the email packets and to let her know where they were forwarded for tracking purposes. Pam Spore is researching award trophies and passed around some pictures of a 24K gold-plated trophy, actually less expensive than past trophies, that is made by the same company that does the Oscar awards. Lisa Mecklenberg Jackson is working on securing judges for the award ceremony. Molly urged everyone to attend the May 17 ceremony as a show of support for ICCW and for the winners and nominees. She also reported that Sheena Wilson, ICCW representative from the Governor's Office, and former owner of Ryan and Mclean's Tea Shop, will be making baked treats for the ceremony. She also urged everyone to be aware of the April 4 deadline for submission of award nominations and to get the word out!

JereAnn Nelson will deadhead nomination reminder posters to ICCW representatives for distribution throughout their areas.

**PR (Jen Skartveit, chairperson):** Jen Skartveit reported subcommittee met on March 14. They have secured an ICCW booth at a women's health fair sponsored by the State Personnel Division's Wellness Program on May 10 in the Capitol Rotunda. She has all the electronic ICCW photographs together and

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[www.mdt.mt.gov/iccw/](http://www.mdt.mt.gov/iccw/)

will email them to Jeri Duran of the Lottery Board for inclusion on the ICCW logo board early next week. Connie Rigney and Kim Benjamin are looking into upcoming events, such as the May 20 "Race for the Cure" and spring fitness for ICCW team formation. The plan is for this information to be ready for the April 20 ICCW meeting. If anyone is interested in ordering an ICCW t-shirt for participation in an outside event, she can place orders for as little as one t-shirt. Prices and styles are available through Jen. She has asked Penne Beto to research the possibility of including out-of-town state employees in ICCW offerings, such as brown bag presentations, via MetNet, or video conferencing. She invited any subcommittee who'd like PR's help in advertising their activities to come to a PR subcommittee meeting and outline their needs.

Training (Chris Hettinger, chairperson): Chris Hettinger reported that 63 people, almost one-third of them male, attended today's brown bag session entitled, "Communication Strategies: You Can Only Change Yourself", presented by Jennifer Weigand, Department of Revenue Education and Training Officer. This session on communication styles was well-received and the new site of the brown bags (DPHHS auditorium) is much more appropriate for our needs. Chris has reserved this room for brown bags through June. The April brown bag will be on the subject of "Domestic Violence" and will be hosted by training subcommittee member Betty Warren. There was a request that repeat performances of past brown bags might be presented at the old Federal Building for downtown employees. Chris stated that this request would be beyond the commitment of both the presenters and the training subcommittee. She also stated that the job of training video librarian is still open. Barbara Pepper Rotness volunteered for the job (yay, Barbara!) and will be in contact with Chris on the job duties. Barbara will serve in this capacity through September 2006.

Daycare (report given by JereAnn Nelson): JereAnn Nelson reported that 410 people had completed the daycare survey as of this morning. The survey debuted on MINE on Monday, March 13. Some comments received include dismay at the cost of the state-sponsored daycare in comparison to others, past negative experiences or perceptions, positive comments on the current daycare operation, concern that a daycare exists only for state employees in Helena, and that ICCW only concentrates on Helena employees. Others have applauded the state's initiative in providing this valuable benefit to Helena-area state employees. The subcommittee will compile a report of the survey findings and will provide the comments concerning the daycare itself to Carol Watkins, current daycare manager, for her information.

**Wage Analysis (Sherry Rust and Barbara Pepper Rotness, co-chairs).**

Barbara Pepper Rotness reported that the subcommittee met with Brad Eldredge, chief economist for the Department of Labor and Industry (DLI). He has put them in touch with the other economist for DLI, Tyler Turner, who will "crunch numbers" for the subcommittee. ICCW will provide direction and scope for the number crunching. They have also met with Linda Davis of the State Personnel Division. She has helped them to define terms to help them determine what direction they might want to take with their report and will help them with graphs and accompanying data. Sherry Rust is working on a narrow definition of subcommittee direction. They have set a deadline of the end of April for completing the subcommittee's report. The subcommittee meets again next week.

**Other Business:**

Three members at the meeting today stated that they have received donations of professional clothing. They were instructed to take the clothing to CTI (Career Training Institute). The collection of professional ready-to-wear clothing is a service project of ICCW. Career Training Institute is located on the block near the corner of Lawrence and Jackson Street in the old American Federal Bank near Bert and Ernie's.

The next meeting is Thursday, April 20, 2006 in the Department of Agriculture Conference Room from 1:15 to 2:45 p.m.

Respectfully submitted: JereAnn Nelson, Secretary